



## DEPARTMENT OF PLANNING AND PERMITTING

Henry Eng, FAICP, Director  
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### POWER, DUTIES AND FUNCTIONS

The Department of Planning and Permitting (“DPP”) is responsible for the City’s long-range planning and community planning efforts and for the administration and enforcement of ordinances and regulations governing the development and use of land, various codes pertaining to the construction of buildings, and city standards and regulations pertaining to infrastructure requirements. The department consists of six branches, Administrative Services Office, Customer Services Office, Planning, Land Use Permit, Building, and Site Development divisions. The department also has five commissions, boards and committees:

The Planning Commission holds public hearings and makes recommendations through the mayor to the City Council on proposals to adopt or amend the General Plan, Development Plans, and zoning ordinances. It also holds public hearings and makes recommendations on State Land Use District boundary amendments for parcels of 15 acres or less in other than Conservation Districts, and approves state land use special use permit applications for uses on agricultural land.

The Zoning Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of zoning, shoreline, and subdivision ordinances and regulations.

The Building Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of building and related codes, and appeals from actions of the fire official in the administration of the Fire Code. It also hears and determines requests for variance from provisions in the building and related codes.

The Design Advisory Committee comments on design issues related to major project proposals in special districts.

The Mayor’s Historic Preservation Committee serves as a forum on matters related to local, current historic preservation issues.

### HONOLULU LAND INFORMATION SYSTEM (HOLIS)

#### DUTIES AND FUNCTIONS

This organization provides direct support for maintaining and updating Geographic Information System (“GIS”) data required for all city departments. HoLIS is responsible for the following functions:

- Oversee and direct citywide policies regarding the development and implementation of the GIS;
- Manage and direct the operations of the departments automated permit tracking and management system;
- Manage and maintain the GIS and the department’s Internet web sites;
- Provide standards for entering and maintaining the geographic/spatial database of thematic maps;
- Implement user interfaces to provide easy access for spatial data queries, report generation, and map production;
- Integrate data and information from external databases of the City and from other agencies with GIS and departmental land record information;
- Provide assistance and consultation to develop and define specifications for GIS applications and projects;
- Coordinate with all departments to develop management plans that ensure the maintenance of the individual spatial data layers, and ensure that the GIS is responsive to the individual users;
- Implement policies for the distribution of GIS data to the public and private industry.
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.

## ACCOMPLISHMENTS

### AutoPermits (POSSE)

As part of the effort to establish a comprehensive and integrated Land Information System (“LIS”), the HoLIS program continues to provide key management and technical support in the development and use of the department’s Automated Permit Tracking and Management System (“AutoPermits”). The AutoPermits program, commonly referred to as POSSE, enhances methods for processing development permits, and effectively identifies the status of permit applications in the review process. The system is being used by all operations relating to the review, approval, inspection, and enforcement of departmental permits. Below are statistics of production from the POSSE system:

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
New POSSE data records created .....	3,115,078	3,390,904
Percentage change .....		8.5%

### AutoPermits (Honolulu Internet Permit System and HonLINE)

The AutoPermits program continues to expand to allow other governmental agencies, private businesses, and the general public access to permit records and information using Internet technology. In addition to the department’s Honolulu Internet Permit System (“HIPS”), and program called HonLINE was deployed to allow Internet capabilities to apply, pay, and receive certain permits using the Internet. Below are data illustrating the expanding use of the department’s website:

- Percentage of permits being issued through HonLINE – 7.7%
- Average monthly income - \$10,000
- Labor savings = 354 hours

### AutoPermits (Historical Document Scanning)

In conjunction with the overall AutoPermits project, the department continues its conversion of historical hard copy documents into digital image formats to be accessible from the city’s computing systems. HoLIS is providing lead contract and technical support to this project. Approximately 5,000,000 documents have been scanned.

### Department of Planning and Permitting Web Page

Customer services are continually enhanced through the departmental web page, [www.honoluludpp.org](http://www.honoluludpp.org). The HoLIS program coordinates the design, development, and management of the web page. This site provides information on how the public can obtain various types of permits and allows for the download of all of the departmental forms needed for permit applications.

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
Total # of hits on DPP Web Site .....	5,821,156	12,834,392
% change from previous year .....		120%

### GIS Internet Web Page and Data Downloads

The City’s GIS web site <http://gis.hicentral.com> provides realtors, developers, retail businesses, engineering companies, and even the movie industry geographic information needed to assess site characteristics. The GIS data is also providing the public opportunities to use the data for community and educational programs.

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
Total hits on GIS Web Site .....	34,456,431	39,754,483
Percentage Change .....		15.4%

### Tax Plat Automation and Data Conversion

HoLIS completed the conversion of over 2,800 tax plats to update the GIS with additional lot, easement, and dimension data. The deployment of new GIS software tools to improve the methods for maintaining tax plat map data and to automate the production of the tax plat maps was initiated. The following features have been added:

- 180,095 lots
- 649,381 parcel dimensions
- 46,638 easements
- 15,501 land titles

### Digital Aerial Photography

The HoLIS program acquired high resolution digital aerial images for the entire island of Oahu through a variety of different sources. Coordination with federal agencies resulted in the delivery of island-wide imagery, and in the funding of higher resolution imagery for populated areas. The imagery from the digital photographs provide detailed information on buildings, roads, parks, natural features, and other land features needed for public safety, homeland security, and other city projects and programs. Over 200 gigabytes of imagery is now available in the GIS.

- NGA 1 foot resolution aerial photographs - 106.87 GB
- USI 0.5 foot resolution aerial photographs -105.06 GB
- Ikonos3 meter resolution satellite imagery - 18.69 GB
- Digital Globe 1 meter resolution satellite imagery - 19.41 GB
- Emerge 1 meter resolution, Color Infrared aerial imagery - 33.79 GB

### **Building Outlines, and 3D Structure Modeling**

HoLIS continues to develop three dimensional (3D) building shapes for non-residential structures. The 3D modeling of buildings and critical facilities allow analysis of urban development patterns and assist in security planning programs. A geo-database of building structures is being linked to other structural data for use with various City programs.

- 10,000 3D building shapes are installed in the GIS database.

### **Facility Data Conversion Project**

HoLIS is managing the conversion of hard copy maps into digital format for Storm Drain, Buildings, Parks, and other critical facilities. Interviews with key users and work plans to update various data sets were completed.

- 32,864 new storm features added

### **Homeland Security Project Support**

The HoLIS program assists the City Emergency Operations Center (“EOC”) with its use and access to GIS data. The EOC had its Intranet website updated with additional data, and additional personnel were trained on using GIS for emergency response purposes. A geodatabase was delivered that organized and standardized geospatial data to be used for homeland security, emergency response, and public safety programs.

### **GIS Day**

For the 7<sup>th</sup> consecutive year, the HoLIS program coordinated the activities for GIS Day in Honolulu. GIS Day is a world-wide event to promote geography literacy in schools, communities, and organizations, with a focus on the education of children. Over 300 students ranging from 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades participated in various hands-on activities that demonstrated the importance of geography and how GIS works.

### **Other Major Projects:**

- Enhanced 911 (e911) Dispatch System
- National Pollution Discharge Elimination System (NPDES)
- Capital Improvement Program (CIP) Intranet Website
- Parks Information and Mapping System (PIMS)
- Honolulu Fire Department Dispatch (HOSES)
- Honolulu Police Department GIS deployment
- Environmental Services Wastewater Facility Geo-Database Management
- Street and Site Addressing Updates
- City Land and Asset Inventory

### **HOLIS Work Loads and Map Production**

HoLIS provides data maintenance and map production services to all city departments to assist with their mapping and data requirements. HoLIS work requests increased 10% from the previous year and has an overall growth trend of work requests and map production over the past 5 years, with spikes in demands. The reduction in the number of edits that have occurred indicates that the GIS database requires less maintenance and has fewer errors than in previous years. It should be noted that the GIS is available to city personnel via the Internet or other desktop programs, and users are producing map products without assistance from HoLIS, which are not accounted for here.

	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>	<u>FY06</u>
HoLIS Work Requests .....	229	244	311	606	369	404	450
Maps Produced .....	403	298	411	499	885	512	802
GIS Data Maintenance Jobs .....	663	761	657	433	374	203	341

## CUSTOMER SERVICE OFFICE

### DUTIES AND FUNCTIONS

The Customer Service Office (“CSO”) is within the Administration Division of the Department of Planning and Permitting. CSO is comprised of the Permit Issuance Branch, Data Access and Imaging Branch, Code Compliance Branch, Residential Code Enforcement Branch and the Commercial and Multi-Family Code Enforcement Branch. CSO enforces, through civil fine procedures, the Building, Electrical, Housing, Plumbing, Energy, Sidewalk and Zoning codes and other pertinent ordinances; checks and approves all residential building plans submitted for compliance with code requirements; issues permits, and inspects existing buildings for compliance with various codes. CSO also manages the building permit centers in Honolulu and Kapolei. These process centers process residential building permits, provides a central intake point for other permit applicants, answers inquiries about land use permit requirements and collects all building permit payments. CSO also serves as the department’s property information center, where historical and current property and permit records are available for the public’s use.

### Permit Issuance Branch

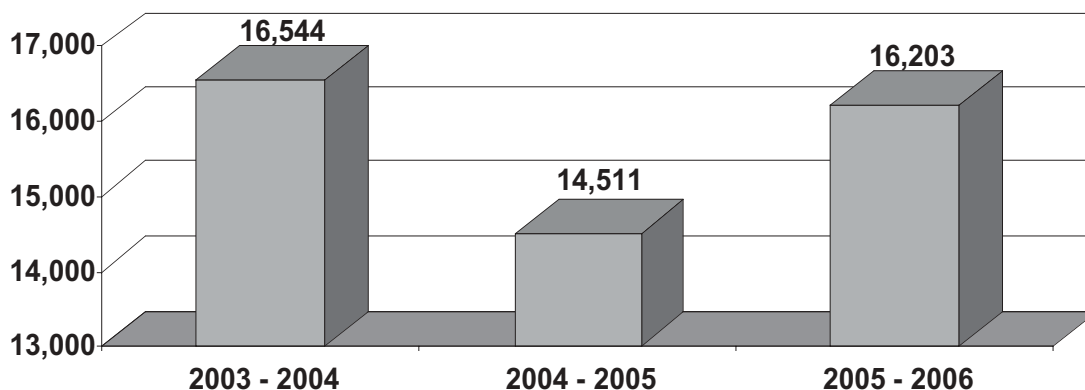
#### Duties and Functions

The Permit Issuance Branch greets customers, directs them to the appropriate service counter and provides information to the customers on various permit requirements. This branch processes minor permits over the counter or accept, review, and input permit application information for other major or complex projects. If requested, they will also coordinate consultation meetings between customers and technical staff. The Permit Issuance Branch is responsible for collecting all permit-related fees and receipt issuance.

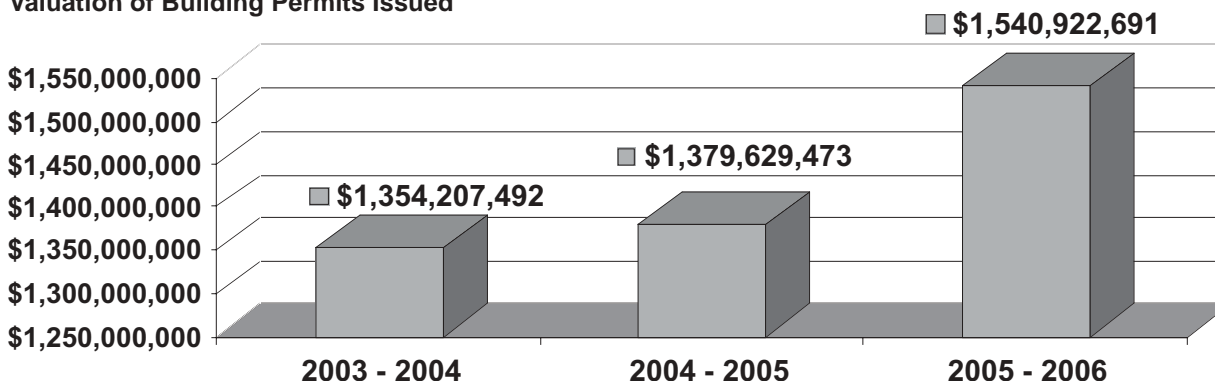
#### Accomplishments

The number and valuation of building permits issued during fiscal year 2006 were 16,203 and \$1,540,922,691 respectively, as compared to 14,511 and \$1,379,629,473 for the previous fiscal year. This represents an increase of 1,692 permits or 12% and an increase in valuation of \$161,293,218 or 12%. The increase in valuation for this fiscal year is due to an increase of major commercial building permit applications.

#### No. of Building Permits Issued



#### Valuation of Building Permits Issued



## Permit Streamlining

- **HONline** - CSO has provided assistance in the creation and implementation of the department's "HONline" electronic building permit system. Open for use in late February 2006 via the DPP web page, HONline allows licensed contractors to apply, pay, and print selected building permits for single-family residences. Currently, solar, electrical, plumbing and air conditioning permits are available. In the upcoming year, HONline is expected to expand its permit issuance to include fences and walls.
- **KMH Building Permit Study** – On December 5, 2005, KMH LLP was retained to assist DPP in assessing current building permit processes and to provide recommendations on how to reduce processing time and maximize productivity. Phase I of the study defined the scope and focus for permit process improvement and defined specific areas for study in Phase II. According to the finding by KMH, the two areas particularly critical for further review are staffing problems and lack of standardization in the review process.

## Data Access and Imaging Branch ("DAIB")

### Duties and Functions

This branch is responsible for providing the public with a consolidated historical permits records archive; assists the general public with records access, permit inquiries, general permit requirements, permit and records research, and reproduction of historical permits or other historical records; coordinates records management activities, including the storage, digital imaging, microfilming, and archiving of various records pertaining to properties and permits. Receives, and distributes all incoming materials for the department; operates an information center where public information materials, including various brochures, forms, and instruction sheets, are made readily accessible to the public; and oversees the use of computer terminals that provides the public with direct access to property and project information in the City's land use management and optical records system.

### Accomplishments

In the past year, the DAIB major activities include:

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
Phone Calls Received .....	20,107 .....	28,963
Walk-in Customers Served .....	27,852 .....	24,534
Incoming Mail Received .....	49,877 .....	NA
Number of Files Retrieved for Customers .....	36,121 .....	32,772
Copies of Maps Made .....	6,759 .....	7,388
Copies of Document Pages Made .....	59,587 .....	58,372
Construction Drawings Accessed .....	54,411 .....	44,711
Research Requests .....	10,245 .....	10,898
Subpoena's Received/Civil Suits .....	192 .....	208

The annual statistics for this fiscal year shows an increase of 44% in the phone calls answered as opposed to the statistics during fiscal year 2005.

While statistics show a significant increase in the number of phone calls answered, the DAIB did see a decrease (12%) in the number of customers that were assisted at the counter (approximately 3,318). The decrease in walk-in customers can be attributed to the increase in the phone orders received from regular customers.

Authorization of approximately 1,900 hours of overtime during the fiscal year 2006, allowed staff to reduce the backlog of records research and access requests. Without the authorized overtime, the DAIB and this department would be in violation of the UIPA statutes that requires the maximum of 10 business days in which to provide a requestor with access to government records.

## Code Compliance Branch

### Duties and Functions

Customer Services Office Code Compliance Branch is responsible for the issuance of Notices of Order ("NOOs") for all violations of the following ordinances: Building, Housing, Plumbing, Electrical, Grading/Grubbing/Stockpiling/Trenching, Land Use, Special Management Area and Shoreline. This branch is also responsible for site inspections for all shoreline and Special Management Area matters. When appropriate, a Notice of Violation is issued for infractions of the Shoreline and Special Management Area Ordinances.

The NOOs are issued when Notices of Violation ("NOV's") are not corrected within a required period of time. These NOV's are referred to the Code Compliance Branch and civil fines are assessed.

The primary objective of the code enforcement program is to obtain compliance. Enforcement measures can be either administrative or judicial (Prosecuting Attorney's Office). Except for rare occasions, administrative measures are preferred to judicial means.

The NOOs with the civil fines is the first phase of code enforcement initiatives used to achieve compliance with city codes. Other enforcement tools utilized to ensure compliance and the referral of cases to the City's Corporation Counsel



for legal action are attachment of assessed civil fines to taxes, fees, and charges administered by the City, and the referral of cases to the City's contracted collection agency.

#### **Accomplishments**

For fiscal year 2006, the Department issued 3,022 NOV's. Of those NOV's, 453 were referred for issuance of NOO's. Of the 453,267 NOO jobs created, 57 cases were cancelled as erroneous referrals. Of the remaining 396 NOO's issued, 183 cases were closed. During this period, \$168,322 was collected as civil fines.

This branch is also responsible for processing Nonconforming Use Certificates ("NUC's"). The NUC's are issued to allow the continuance of legal short-term rental units. The 2004 NUC renewal was completed on October 15, 2004. Currently, there are 1,000 active NUC's on Oahu (940 transient vacation rentals and 60 bed and breakfast units). The processing fee collected for the 2004 NUC renewal was \$400 each. The 2006 NUC Renewal Cycle will be completed on October 15, 2006.

### **Residential Code Enforcement Branch**

#### **Duties and Functions**

The Residential Code Enforcement Branch conducts inspections in the City and County of Honolulu, enforcing the Housing Code. In addition, the Housing and Zoning Code inspectors investigate existing dwellings and structures in Residential, Country, and Agricultural Districts in response to customer complaints and requests for investigation for possible violations of the Housing Code, Zoning Code, Building Code, vacant lot, sidewalk, driveway, litter, graffiti, house number, posters, and relocation assistance regulations.

#### **Accomplishments**

The Residential Code Enforcement Branch performed the following number of inspections and other activities:

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
No. of Initial Inspections (Housing Units) .....	1,197	1,527
No. of Units with Housing Code Deficiencies .....	276	230
No. of Units with Housing Code Deficiencies Corrected .....	252	213
No. of Units Demolished .....	9	25
No. of Zoning Violations Issued .....	148	210
No. of Zoning Violations Corrected .....	145	218
No. of Inspections of Vacant Lots .....	179	184
No. of Vacant Lots for Which Notices of Violation were Issued .....	141	99
No. of Vacant Lot Violations Corrected .....	139	72
No. of Inspections of Sidewalk Areas .....	3,375	3,195
No. of Inspections of Illegal Signs .....	N/A	798

### **Commercial Code Enforcement Branch**

#### **Duties and Functions**

The Commercial and Multi-family Code Enforcement Branch primary responsibilities are to inspect existing commercial, industrial and multi-family buildings for compliance to their applicable building, zoning and othe related codes and regulations.

Investigations are normally initiated from complaints or requests from the public, referrals from other government agencies and requests from others as required by local ordinances or state statutes. The branch inspects, prepares and issues building inspection reports to the DOH, DHS, and DOE on their proposed and licensed facilities. We also conduct investigations and research on proposed condominium property regimes (CPR) conversions of existing buildings to determine whether the building met all applicable building and zoning code requirements at the time of their construction and whether any variances or other permits were issued for any deviations.

Since 1999, this branch has also been responsible for investigating all complaints on illegal signs in industrial, commercial, apartment and mixed-use districts and since 2002 have been assigned to respond to complaints on the revised smoking ordinance and posting of the required signage in existing buildings and facilities.

In the past year, the branch has experienced a dramatic increase in the number of sign complaints and CPR requests. Currently, it takes approximately taking three to five months to investigate and respond to these CPR requests and the more complex the CPR requests are taking over six months to complete.

## Accomplishments

The Commercial and Multi-Family Code Enforcement Branch performed the following number of inspections and other activities:

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
<b>Number of Complaints Investigated</b>		
Sign Complaint .....	605	923
Other .....	258	220
Total .....	863	1,143

### Notices of Violation ("NOV")

No. of NOV's Issued .....	247	474
No. of NOV's Corrected .....	208	367
No. of NOV's Referred .....	39	117
No. of Follow Up Inspections .....	3,191	4,191

**Number of Other Investigations** - Inspections on Care Homes, Adult Residential Care Homes, Day Care Centers, Elderly Care Centers, Private Schools, etc., for:

Licensing .....	88	115
Condominiums .....	274	263
Special Assignments Accepted .....	19	35

## PLANNING DIVISION

### DUTIES AND FUNCTIONS

The Planning Division is responsible for the following functions:

- Prepare and revise the Oahu General Plan;
- Prepare, regularly evaluate and update the long-range regional development plans;
- Represent the City & County of Honolulu ("City") in state land use boundary amendments for parcels greater than 15 acres;
- Process applications for:
  - State land use boundary amendments for parcels equal to or less than 15 acres,
  - Revisions to the regional Development Plans and *Sustainable Communities Plans*,
  - Public Infrastructure Map amendments,
  - Zone changes,
  - State Special Use Permit requests, and
  - Zoning District Boundary Adjustments;
- Monitor conditions of approvals associated with the above actions, including affordable housing requirements;
- Develop community-based special area plans for selected neighborhoods;
- Review the Executive Capital Improvement Program and Budget for conformance to the General Plan and development plans;
- Prepare an annual report of the current status of land use and other data pertinent to the implementation of development plans;
- Develop land use forecasting models to prepare forecasts of population, housing and employment based on land use policies expressed in the Oahu General Plan and the development plans. These forecasts are used as the land-use basis for the Oahu Regional Transportation Plan and other long-range infrastructure master plans;
- Provide assistance to the Oahu Metropolitan Planning Organization ("OMPO"), with respect to land use and population planning issues, and participate on various standing and ad hoc OMPO Committees.
- As the City's liaison to U.S. Bureau of Census, develop products to make the census data relevant to planning applications and more useful to the public.

## PLANNING COMMISSION

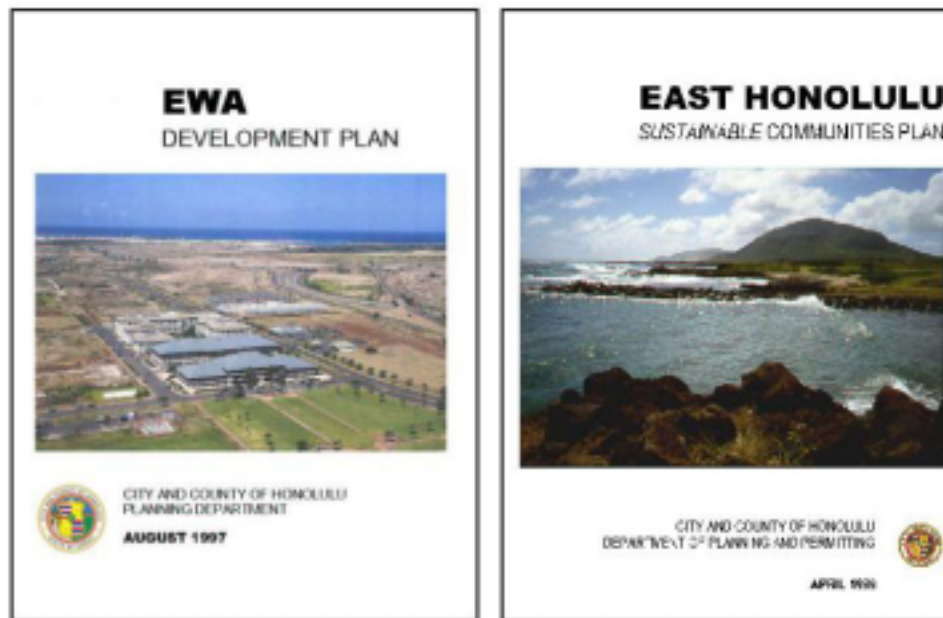
The Planning Commission consists of nine members, is governed by the provisions of Section 13-103 of the 1973 Revised Charter of the City and County of Honolulu (2000 version) and primarily advises the Mayor, the City Council and the Director of Planning and Permitting on matters concerning the planning programs. They will hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans, and zoning ordinances. They will also review, hold hearings, and take action on smaller State Special Use Permits and state land use boundary amendments.

The membership of the Planning Commission as of June 30, 2006 are as follows:

Diane Peters-Nguyen, Chairperson  
Jeffery T. Mikulina, Vice Chairperson  
Vicki Gaynor  
Karin Holma  
Edson G.H. Hoo  
Andrew M. Jamila, Jr.  
Rodney Kim  
Richard C. Lim  
Charlie Rodger

## ACCOMPLISHMENTS

### Land Use Planning and Development Plans/*Sustainable Communities Plans*



Five-Year Reviews are continuing for the Ewa Development Plan (“DP”) and the East Honolulu *Sustainable Communities Plan* (“SCP”). The Ewa DP Five-Year Review should be ready for formal review and approval in the fall of 2006. The Five-Year Review for the East Honolulu SCP public review draft may also be completed by the end of 2006. Proposed revisions to the East Honolulu SCP are being reviewed by City agencies, with submittal of the results of the Five-Year Review to the Planning Commission by early 2007.

A draft proposal to amend the Public Infrastructure Map (“PIM”) enabling ordinance was prepared and internal review completed.

The department received Federal Transit Authority funds to allow staff and other city members to visit Transit-Oriented Development sites on the mainland to see first-hand land use strategies that complement transit systems.



**State Land Use Boundary Amendments**

Preliminary Reviews .....	3	1
Amendments greater than 15 acres processed .....	0	2
Amendments for 15 acres or less processed .....	1	1

**Zone Changes, Special Use Permits, Zoning District Boundary Adjustments**

Zone Change applications processed .....	8	9
Applications rejected .....	2	2
Application approved .....	4	4
Special Use Permit ("SUP") applications processed .....	3	13
Applications accepted .....	1	6
Applications approved by Planning Commission .....	2	5
Amendments approved by Planning Commission .....	2	0
Zoning District Boundary Adjustments ("ZDBA") requests processed .....	11	21
Requests approved .....	10	21
Unilateral Agreement compliance Permit Reviews .....	138	182

**PIM Revisions and Project Reviews PIM**

Requests processed .....	8	15
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**Environmental Documents**

Environmental documents reviewed .....	62	42
Draft or Final Environmental Assessments .....	50	31
Environmental Impact Statements and EIS Preparation Notices .....	4	6
Pre-Consultation presentations for Environmental Assessments .....	8	5

**Budget Reviews**

Executive-Branch projects reviewed .....	198	198
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**Planning Commission**

Meetings held .....	4	12
Actions taken .....	7	18
Workshops held .....	1	0

**Community-Based Initiatives**

The following plans were completed:

- Makiki Neighborhood Plan
- Waialua Town Master Plan

Contract administration for the following planning projects continued:

- Kaneohe Town Plan
- Kamanele Park Master Plan
- Chinatown District Revitalization Master Plan
- Waimanalo Business Training Center Definition and Development Plan
- Korean Cultural and Community Center Planning and Concept Development Study
- Chinatown Substandard Properties Improvements Plan

Contracts were awarded for the following:

- Ala Moana/Sheridan/Kaheka Neighborhood Plan
- Kahaluu Community Master Plan
- Ewa Traffic Circulation Study
- Regional Development Plan Implementation Study, Phase One

**Functional Plans and Planning**

The division continued to support the following programs:

- OMPO Technical Advisory Committee ("TAC"), OMPO 2030 Oahu Regional Transportation Plan, Intermodal Planning Group, and Congestion Management Committee;
- The Board of Water Supply Watershed Management Plans which addresses the need for county water use and development plans by the State Water Code. Current plans address Waianae and Koolauloa;
- City Council Agricultural Development Task Force, which was established to make recommendations to enhance the viability of the agricultural industry on Oahu;

- State Department of Transportation's Sub-Statewide Transportation Advisory Committee. The committee serves as a forum for the state and county planning and transportation agencies to discuss relevant issues which they have in common.

### **Policy Research and Support**

- Updated the department's land use model and traffic analysis zone boundaries. This effort was undertaken in support of the City's High Capacity Transit Corridor project by providing the future land uses needed for estimating transit patronage. The resultant land use forecast provided estimates of the future level of population, housing and employment by small area on Oahu based on the land use policies in the City's Development Plans. The update was necessitated by the fact that significant changes in development and infrastructure plans, particularly in the emerging Ewa region, had taken place since the last forecast was prepared as part of the Oahu Regional Transportation Plan;
- Prepared detailed data profiles for various geographic areas on Oahu to promote the planning and understanding of communities on the island, including the sub-areas of the eight Development Plan areas, City Council districts and House and Senate districts of the State Legislature. Each area was profiled in terms of four sets of characteristics: demographic, social, economic and housing;
- Developed procedures and software programs in anticipation of the release of American Community Survey ("ACS") results for use in planning analysis. The ACS is intended to replace the long-form of the decennial Census, but the data will be less detailed geographically and will be released annually instead of once every ten years;
- Initiated consultant selection for two projects intended to improve the capability of the Department's planning analysis function. The first was to enhance the prototype UrbanSim land use model to meet the needs of land use and transportation planning. The enhancements include representing land use with greater detail, increasing the geographic specificity of development events and implementing various mechanisms of land use that are unique to Honolulu. The second project was to develop a system to update the department's land use file. The system will enable changes in land use and other development events on the island to be tracked consistently over time;
- Continued land use monitoring function. Building permits were examined and analyzed to identify changes in land use. Also completed was the updating of data on committed and proposed projects, as well as data on visitor units;
- Continued development of the digital representation of the conceptual urban growth boundaries shown in the City's eight development plans;
- Continued development of mailing list and other special databases in support of Development Planning and community planning programs.

## **LAND USE PERMITS DIVISION**

### **DUTIES AND FUNCTIONS**

The Land Use Permits Division ("LUPD") is comprised of three branches: the Urban Design Branch, Land Use Approval Branch, and Zoning Regulations and Permits Branch. The LUPD is responsible for administering the Land Use Ordinance ("LUO") and other regulations pertaining to land use within the City and County of Honolulu.

The division reviews and prepares amendments to the LUO as required, coordinates interpretations of the LUO, and reviews and processes all LUO regulated land use permit applications. In addition, the division administers the Coastal Zone Management Program on behalf of the City and County of Honolulu and processes all required Shoreline Management Area Permits.

### **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals ("ZBA") was established by Section 6-909 of the Revised Ordinances of Honolulu. The ZBA is governed by the provisions of Section 13-103 of the 1973 Revised Charter of the City and County of Honolulu (2000 version). The ZBA hears and determines appeals from the actions of the Director of the Department of Planning and Permitting ("Director") in the administration of the zoning code and subdivision ordinances and any rules and regulations adopted pursuant thereto. The ZBA consists of five members who are appointed by the mayor and confirmed by the City Council and serve a five-year term.

The current memberships of the ZBA are as follows:

David J. Minkin, Chairperson  
 Carl T. Takamura, Vice Chairperson  
 Herbert S.L. Chock  
 Ronald T. Ogomori  
 Signe A. Godfrey

The powers and duties of the ZBA are to hold contested case hearings in conformity with the applicable provisions of Sections 91-9, 91-10 and 91-11 of the Hawaii Revised Statutes. They shall sustain an appeal only if the ZBA finds that the director's action was based on an erroneous finding of a material fact, or that the director had acted in an arbitrary or capricious manner or had manifestly abused discretion.

## ACCOMPLISHMENTS

Historically, LUPD has processed approximately 600 land use permits per year. Since fiscal year 2002, permit volume has risen steadily, reflecting vigorous economic activity and a renewed interest in renovation and redevelopment at both small-scale and large-scale levels. For comparison purposes, the LUPD's fiscal years 2004 and 2005 permit volume was approximately 700 permits per annum. However, for fiscal year 2006, our total permit volume was down slightly to 582.

In addition to its regular permit workload, other activities of LUPD included the review and processing of a number of significant LUO amendments, including an amendment to eliminate the size limit on new ohana dwellings. This amendment was adopted by the City Council in March 2006. In April 2006, the Department of Planning and Permitting submitted its findings and recommendations as directed by Council Resolution to review the sign ordinance and recommend appropriate means, including LUO amendments to allow business establishments that lack building frontage to display on-premises signs. The department is currently working on LUO amendments regarding Transient Vacation Units and Bed and Breakfast Homes. Other proposed LUO amendments still under review by the Division are:

- Two (2) amendments proposed by the City Council to establish time limits on the Department of Planning and Permitting for processing Council-initiated LUO amendments;
- Three (3) amendments by City Council to provide for a reduction in parking requirements for transit-oriented multi-family dwelling uses, hotels and other commercial uses in the vicinity of transit centers;
- Two (2) other City Council resolutions directing the department to review transit-oriented zoning ordinances of other municipalities and urging the administration to submit proposed legislation to enact a transit-oriented development overlay district. LUPD is working on these efforts with the Planning Division;
- Two (2) amendments by City Council relating to alternative energy sources, i.e., photovoltaic systems and wind machines;
- Two (2) amendments by City Council, one relating to plant nurseries in the agricultural districts and the other to allow affordable rental housing as a Conditional Use Permit, Major, respectively;
- Two (2) Council-initiated amendments to add an additional enforcement-related tool for transient vacation units and to remove the prohibition on additional bed-and-breakfast homes;
- One (1) department-initiated amendment based on a private party application, to amend the Hawaii Capital District precinct and reduce open space requirements.

The following table of annual statistics illustrates permit volume and the diversity of the LUPD total workload.

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
<b>Temporary Use Permits</b>		
Applications Received .....	6	6
Applications Completed .....	7	6
<b>Special Management Area Permits</b>		
-Major/Minor		
Applications Received .....	92	76
Applications Completed .....	82	74
<b>Shoreline Setback Variances</b>		
Applications Received .....	15	8
Applications Completed .....	19	9
<b>Minor Shoreline Structures</b>		
Applications Received .....	16	16
Applications Completed .....	13	12
<b>Environmental Documents</b> .....	38	29
<b>Special Districts</b>		
-Major/Minor		
Applications Received .....	94	56
Applications Completed .....	96	62
<b>Planned Development-Housing</b>		
Applications Received .....	2	0
Applications Completed .....	1	1
<b>Cluster Housing</b>		
Applications Received .....	6	9
Applications Completed .....	5	8

**Existing Use (Housing – Non-Residential)**

Applications Received .....	19	20
Applications Completed .....	19	18

**Conditional Use Permits****-Major/Minor**

Applications Received .....	100	107
Applications Completed .....	95	81

**Plan Review Uses**

Applications Received .....	0	1
Applications Completed .....	0	0

**Zoning Variances**

Applications Received .....	56	34
Applications Completed .....	57	24

**Zoning Adjustments**

Applications Received .....	47	38
Applications Completed .....	50	36

**Waivers**

Applications Received .....	99	115
Applications Completed .....	79	114

<b>Modifications Processed .....</b>	<b>131</b>	<b>102</b>
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**Design Advisory Committee**

Meetings .....	3	3
Number of projects reviewed .....	3	3

**Zoning Board Of Appeals**

Meetings .....	20	17
Appeals of Director's actions .....	15	11
- Withdrawn or invalid .....	8	1
- Upheld appeal .....	1	0
- Denied appeal .....	5	6

**Hearings**

Zoning Variance .....	19	20
Special Management Area Permit/Shoreline Setback Variance ....	15	18
Conditional Use Permit – Major .....	21	2
Site Plan Review .....	3	0
Planned Development-Housing .....	3	0
Special Districts .....	3	3
Other .....	0	0

**BUILDING DIVISION****DUTIES AND FUNCTIONS**

The Building Division enforces the Building, Electrical, Housing, Plumbing, Energy, and Zoning Codes and other pertinent ordinances; review and approve applications submitted for compliance with code requirements; inspect approved applications for compliance with various codes; review, update and recommend changes to the various codes; process variance and appeal requests to use alternated materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors.

**ACCOMPLISHMENTS****Code Review**

The department is presently using the 1997 edition of the Uniform Building Code, and is continuing with the review on adopting the 2003 edition of the International Building Code (“IBC”) and the International Residential Code (“IRC”) published by the International Code Council (“ICC”) as Honolulu’s Building Code.

The department is also currently evaluating the 2003 Uniform Plumbing Code for adoption.

The City and County of Honolulu ("City") is currently using the 1997 edition of the Uniform Building and Plumbing Code, and the 2005 edition of the National Electrical Code ("NEC"), which are updated and published every three years for various jurisdictions to review for adoption. Each code cycle embraces the latest technology in building safety (including fire, construction, electrical installation, structural seismic and wind, and other life safety requirements) for jurisdictions to enforce.

### **Streamlining Measures**

As of this publication, there are 18 individuals and six firms certified by this department to perform "third party" review. The first "third party" project approval occurred in October 2005.

During this fiscal year, 122 projects were processed under the "third party" review program. Of these projects, 72 were approved and are either completed or under construction.

### **ACTIVITIES FOR FISCAL YEAR 2006**

The department is continuing in its commitment to train and certify all building inspectors according to the International Building Official's Certified Building Inspector's exam.

The department is also continuing its effort to update the Building and Plumbing Codes through the process of review and adoption of the 2003 International Building and Residential Codes and the 2003 Uniform Plumbing Code.

The Plans Examining Section reviewed 2,573 plans for fiscal year 2006 as compared to 2,361 plans for the previous fiscal year, which represents an increase of 212 or 9.0%. The number of major plans reviewed increased by 15 or 1.65% from 910 to 925, the number of minor plans reviewed increased by 197 or 13.58% from 1,451 to 1,648. The number of plans reviewed has increased, as well as their complexity, and the project valuation has increased for every plan reviewed.

The Building Inspection Section performed 69,807 inspections relating to codes under its jurisdiction as compared to 63,900 inspections during the previous fiscal year, which represents an increase of 5,907 or 9.24%. There were 816 notices of violations issued during the fiscal year as compared to 791 for the previous fiscal year, which represents an increase of 25 or 3.16%. Complaints handled by the Building Inspection Unit increased to 1,236 during the fiscal year from 1,177 for the previous fiscal year. This represents an increase of 59 requests for investigations or 5.07%. There were also 320 certificates of occupancies processed during the fiscal year as compared to 233 during the previous fiscal year, which represents an increase of 87 or 37.3%.

The Electrical Code Branch is responsible for the review of electrical plans and the subsequent inspection of these installations, including such work authorized by building permits issued without electrical plans. This branch evaluated 2,072 plans, an increase of 6.8% from the previous fiscal year of 1,932 plans. This branch performed 29,971 inspections for the fiscal year 2006, a decrease of 20% from the previous fiscal year of 23,800 inspections. The total number of inspections includes 7 fire investigations, 47 requests for inspection, 4 paid inspections, 221 re-inspections, and 22 occupational inspections.

The Mechanical Code Branch is responsible for the review of mechanical and plumbing plans and the subsequent inspection of these installations, including such work authorized by building permits issued without mechanical plans. This branch evaluated 2,140 plans and performed 22,733 inspections during the fiscal year, in comparison to 2,202 and 21,121 respectively, for the previous fiscal year.

The Zoning Plan Review Branch reviewed 9,571 building/sign permit applications during the fiscal year, an increase of 11.78% from the previous fiscal total of 8,563. Additionally, this branch reviewed 435 other permit applications for the fiscal year, in comparison to 431 the previous fiscal year for a 1% increase.

The Research Branch examined 13 requests for the approval of materials used and/or method of construction for use in structures governed by the City's codes during the fiscal year, compared to 34 during the previous fiscal year. This branch processed 41 applications for the Building Board of Appeals, as compared to 44 applications during the previous fiscal year; and processed 12 special inspector applications, compared to seven the previous fiscal year. As established by the "Administrative Rules," the department received 16 applications from individuals and certified 15 to be "third party" reviewers. In addition, one firm applied and was approved for certification as a "third party" reviewing firm.

Additional information for fiscal year 2006 showing summary of performance compared with that for fiscal year 2005 and information pertaining to the activities of the Building Board of Appeals are attached.

### **BUILDING BOARD OF APPEALS**

The Building Board of Appeals ("Board") was created by an ordinance established in October 1966. The nine members are appointed by the mayor, with the approval of the City Council, for a term of five years. The terms are staggered to provide continuity in carrying out the business of the Board. Members must be qualified by training and experience to hear and resolve matters pertaining to building construction and fire safety. Four members must be registered engineers or architects; one must be experienced in electrical work; one in plumbing work, two in fire safety matters; and one member must be a general contractor.

In 1972, authority of the board was extended to matters pertaining to the Electrical and Plumbing codes. The board's authority was further extended in fiscal year 1975 to hear appeals from the suspension or revocation of building permits;

in fiscal year 1978 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in fiscal year 1980 to hear appeals from the decision of the Fire Official on matters pertaining to the Fire Code.

The membership of the Building Board of Appeals as of April 5, 2005 are as follows:

Beverly Ishii-Nakayama, Chairperson  
 William D. Alcon, Vice Chairperson  
 Carolyn R. Allerdice  
 Glen S. Arakaki  
 Samuel T. Fujikawa  
 Kevin K. Katayama  
 Orlando L. Matias  
 Karen T. Nakamura  
 James C. M. Young

The powers and duties of the board are to hear and determine appeals from the decisions of the building official or the fire official in the administration of the Building, Electrical, Plumbing, and Fire codes; hear and determine appeals for varying the application of the Building, Electrical, Plumbing and Fire codes; hear and determining appeals from the decision of the building official in the administrative enforcement of ROH Chapter 29, Article 4; and to hear and determine appeals from the action of the building official under Section 27-10.2 of the Housing Code.

#### ACTIVITIES OF BUILDING BOARD OF APPEALS STATISTICAL REPORT FOR FISCAL YEARS 2005 TO 2006

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
No. of Appeals Processed .....	44	42
No. of Appeals Heard .....	0	1
No. of Appeals Settled .....	44	42
No. of Appeals Pending .....	2	1

#### BUILDING DIVISION PERFORMANCE REPORT FOR FISCAL YEARS 2005 AND 2006

##### I. Plans Examining Section

###### Major Plans (\$50,000 and More) Under Review

No. Carried Over .....	446	450
No. Received .....	987	1,048
Review Completed .....	910	925
Projects Dropped .....	73	92
Projects Relogged .....	0	0
Carry Over .....	450	481

##### II. Zoning Plan Review Branch

###### Plan Review Function

###### Building Permit and Sign Permit

Applications Reviewed .....	8,563	9,571
Other Permits/Applications Reviewed .....	431	435

##### III. Inspection Section

	<u>No. of Permits and/or Requests Carried Over</u>	<u>No. of Permits and/or Requests Received</u>	<u>No. Completed</u>	<u>No. Voided and/or Denied</u>	<u>No. Carried Over</u>	<u>Total No. of Inspections</u>	<u>Mileage</u>
<b>BUILDING PERMITS</b>							
<b>BUILDING</b>							
<b>Fiscal Year 2005</b> .....	10,476	13,437	12,954	49	10,910	63,900	172,405
<b>Fiscal Year 2006</b> .....	10,910	15,210	15,078	93	10,949	69,807	184,512
<b>ELECTRICAL</b>							
<b>Fiscal Year 2005</b> .....	16,350	9,530	9,120	25	15,735	23,800	165,550
<b>Fiscal Year 2006</b> .....	15,535	11,774	9,653	19	17,856	29,971	83,633
<b>PLUMBING</b>							
<b>Fiscal Year 2005</b> .....	6,597	6,741	6,112	3	7,223	19,615	83,625
<b>Fiscal Year 2006</b> .....	6,275	12,766	10,881	9	8,151	22,733	101,289



## **SITE DEVELOPMENT DIVISION**

### **DUTIES AND FUNCTIONS**

The Site Development Division is responsible for the review, approval and inspection of new subdivisions and their associated improvements; proposed infrastructure improvements necessary to support new development such as streets, utilities, bridges, drainage, flood control, street lights, traffic signs and markings, etc.; work within city rights-of-way; improvements to existing city infrastructure; and grading work. The division is comprised of four branches: Civil Engineering, Subdivision, Traffic Review and Wastewater.

#### **Civil Engineering Branch**

##### **Duties and Functions**

The Civil Engineering Branch administers ordinances, rules, and standards for road grades, pavement and sidewalk design, drainage within the city's rights-of-way and for site development work on private properties. The branch reviews construction plans for projects in the city's rights-of-way and site development projects on private properties; reviews preliminary subdivision applications; reviews and approves applications, reports, plans, and permits related to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviews requests and issues variances for street encroachments, driveways, sidewalk finishes, and slope easements; reviews work within drainage and flowage easements; reviews submittals related to construction materials which will be dedicated to the City; and coordinates matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements.

The Civil Engineering Branch is also responsible for inspecting projects under permit and those that will be dedicated to the City. It is responsible for the maintenance and coordination of the city's road and drainage standards and responds to inquiries and complaints related to grading and work in the City's rights-of-way.

The Civil Engineering Branch consists of the Project Review Section and the Permitting and Inspection Section.

##### **Accomplishments**

As an extension of Mayor Hannemann's "War on Potholes," the Civil Engineering Branch implemented a major change to the asphalt concrete pavement standard for new subdivision streets. With assistance from Dr. Steve Muench, P.E., Ph.D., of the University of Washington, and following input from various interested parties, the *Structural Design Requirements for New Asphalt Concrete Pavements* became effective on March 1, 2006. This new standard, which replaced the *Design Standards for Flexible Pavements* of February 6, 2002, provides the public with thicker, long-lasting roadway pavements within new subdivision projects.

The workload for the Permitting and Inspection Section increased from the prior fiscal year levels. These increases were likely indicative of the continued demand for housing, along with related construction activities. In addition, greater emphasis was placed on grading, grubbing, and stockpiling permit inspections because of National Pollutant Discharge Elimination System ("NPDES") requirements.

During the past year, the Project Review Section was involved with the review of a large number of development projects. Some of the more significant projects included:

- Sea Country Area 6
- Beach Villas at Ko Olina
- Makakilo C & D, Phase 1
- Sea Country
- Ocean Pointe Golf Course
- Royal Hawaiian Shopping Center
- Mililani Mauka MF 120
- Lualani Villages Commercial Developmnt.
- Ewa by Gentry Area 40
- Wal-Mart Manana
- Ewa by Gentry Area 37, Phase 1 & 2
- University of Hawaii Frear Hall
- Ocean Pointe Area IV B
- Ocean Pointe Area IV A, Phases 2 & 3
- East Kapolei 1
- The Woods at Ahuimanu
- Ward Village Shops
- Keola O Pokai Bay
- Bali Lofts Subdivision

- Ocean Pointe Area III G
- Ocean Pointe Area II E
- Palehua East B, Phase 2
- Ocean Pointe Papipi Road Improvements
- Ewa Gentry Area 39
- Ocean Pointe Area III E
- Mililani Hillside Subdivision
- Hilton Hawaiian Village-Grand Waikikian Tower

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
Construction Plan submittals received .....	1,202	1,566
Preliminary Subdivision Applications reviewed .....	334	350
Other reviews .....	190	277
Dewatering Permits issued .....	2	3
Drain Connection Permits issued .....	67	51
Driveway Variance Applications .....	16	24
Driveway Applications Fees Collect .....	\$1,600	\$2,400
Drain Connection and Dewatering Permits .....	\$5,300	\$6,650
Grading Permits Issued (includes Grubbing and Stockpiling) .....	870	876
Trenching Permits issued .....	896	1,022
Permit fees collected .....	\$328,077	\$343,651
Major complaints investigated/reports prepared (non-permit-related) .....	642	680
Notices of Violation and Order for grading (includes Grubbing and Stockpiling) violations issued .....	60	64
Permit inspections .....	9,700	12,010
Subdivisions and Ordinance 2412 projects inspected .....	102	117
Building Permits reviewed .....	8,816	9,036
Encroachment Variance Applications reviewed .....	107	117
Encroachment Authorization Fees Collected .....	\$10,700	\$9,000
As-Built Plans filed .....	232	453

## **Subdivision Branch**

### **Duties and Functions**

The Subdivision Branch is responsible for the processing of applications for subdivisions, consolidations, easements, street names, site development plans, park dedication applications, flood determinations and flood hazard variances.

The Subdivision Branch also serves as the City's coordinator with the State Department of Land and Natural Resources and the Federal Emergency Management Agency regarding the City's responsibilities under the National Flood Insurance Program. Proper administration of this function allows the City and its residents to obtain flood insurance under the national program.

The Subdivision Branch also coordinates the review of plans for site development work, including infrastructure construction, i.e. new roads and utilities or work in existing rights-of-way, and grading. The Branch is also specifically responsible for the review of these plans for compliance with subdivision and land use regulations.

### **Accomplishments**

In the past year, the Subdivision Branch has seen a 13.5% increase in the number of subdivision applications and a 29% jump in park dedication applications. The high level of construction activity continues to place heavy demands on branch resources to keep up with the increase in development and construction permits.

The number of new subdivision applications has risen from the low- to the mid-300s, and the number of proposed lots to over 2,500 (compared to about 1,500 lots in Fiscal Year 2005) due to two large developments: East Kapolei Phase I (401 lots) and Makakilo C&D (471 lots).

The Subdivision Branch also continues to monitor the enforcement of the amended City flood hazard regulations. A new Elevation Certificate was adopted by FEMA in February 2006, and it is already in use by the City as post-construction or "as-built" certification for newly constructed and substantially improved homes in special flood hazard districts.

**SUBDIVISIONS/CONSOLIDATIONS/ EASEMENTS/SITE DEVELOPMENT PLANS**

Applications received .....	309	351
Withdrawn or closed .....	8	11
Rejected (Incomplete) .....	2	13
Approved by Director .....	133	241
Denied by Director .....	8	7

**PARK DEDICATION APPLICATIONS**

Applications received .....	62	80
Withdrawn or closed .....	0	3
Rejected (incomplete) .....	0	0
Approved by Director .....	33	30
Denied by Director .....	0	0

**FLOOD VARIANCES**

Applications received .....	8	9
Withdrawn or closed .....	1	2
Rejected (incomplete) .....	2	4
Approved by Director .....	3	1
Denied by Director .....	0	0

**OTHER APPLICATIONS PROCESSED**

Street name applications .....	18	20
Flood determinations .....	21	36
Flood miscellaneous correspondence .....	7	8

**PLANS REVIEWED**

Construction plans (includes grading plans) .....	379	353
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*The Site Development Division oversees the development of infrastructure.*

*Detention basins help to reduce pollutants in storm water runoff.*



## **Traffic Review Branch**

### **Duties and Functions**

The Traffic Review Branch reviews, analyzes and assesses proposals for new developments to determine the associated traffic impacts from proposed developments and to establish the relative traffic requirements needed to mitigate the anticipated impacts to the existing and/or proposed street network; properly controls the overall development of streets and highways within the City and County of Honolulu; coordinates the review and approval of streetlights and traffic signal plans with other city departments; reviews and approves traffic control plans which will direct traffic around construction work sites; processes building permit applications for intersection corner-wall variances and for road-widening setback requirements; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layout, including coordination of bonding estimates for traffic signs and pavement striping and for streetlights and traffic signals.

### **Accomplishments**

The Traffic Review Branch has been involved with several major developments including the review and approval of construction plans for the continuing developments in:

- Castle Medical Center - Traffic Management Plan
- 909 Kapiolani Condominium
- Bali Lofts Subdivision
- Leeward YMCA - Phase 2
- Royal Kunia - Site 8 Subdivision
- Keola La'i Condominium
- Ewa by Gentry - Zone Change Application
- 2121 Kuhio-Draft Environmental Assessment
- Kalaheo Master Plan - Draft Report
- Livable Waikiki Community Project
- Sugar Mill Estates Subdivision
- CrossRoads at Kapolei
- The Woods at Ahuimanu Subdivision
- Ko Olina Beach Villas
- Palehua East B Subdivision
- Queen's Medical Center
- Ward Gateway Retail Shops
- Ocean Pointe Development
- Kakaako Community Development - ID 11
- Kakaako Community Development - ID 12
- Mililani Mauka Development
- Royal Hawaiian Shopping Center Revitalization
- Saint Louis Lower School
- Plantation Town Apartments - 201G
- Kapolei Business Park Phase 2-Traffic Study
- Kapolei Commons-Zone Chg. Application
- Fifield's Waikiki Allure Condominium
- Concrete Bus Pads at Various Locations
- Bridge Replacement at Various Locations
- Sea Country Subdivision - Area 6
- Capital Place Condominium
- Mehana Design Guidelines
- Plantation Town Apartments - 201 G
- Kapolei Business Prk Phse.2-Traffic Study
- Kapolei Commons-Zone Chg. Application
- Fifield's Waikiki Allure Condominium
- Concrete Bus Pads at Various Locations
- Bridge Replacement at Various Locations
- Kalakaua Retail Development
- Tusitala Vista Elderly Apartments
- Mililani Community Transit Center
- Honolulu Design Center
- Seagull Schools - Ewa Campus
- Ewa by Gentry - Kapolei Prkwy.Extension
- Waikiki Beachwalk Project
- Curb Ramps at Various Locations
- The Pinnacle Condominium
- Hawaii Kai Costco - Offsite Improvements
- Keola O Pokai Bay Subdivision
- The Watermark Condominium
- Wal-Mart Manana
- Kapolei Village 8 Subdivision
- Hilton Hawaiian Village - Wakikian
- Lunalilo Home Road Sewer Rehabilitation
- Moana Pacific Condominium
- Sea Country Subdivision - Area 6
- Capital Place Condominium
- Mehana Design Guidelines
- Manoa Heritage Meeting Facility
- Kuilima Resort Road Phasing Plan
- Fort Barrette Road Widening Project
- Shriner's Hospital - Plan Review Use Permit
- Le Jardin Academy-Conditional Use Permit
- Kapahulu Safeway
- Kalakaua Retail Development
- Piikoi Vista Elderly Housing
- Ho'olu Landing Cluster Development
- Traffic Control Signalization at Various Locations
- Ala Moana Cntr Nordstrom Development - Traffic Report
- Kapolei Parkway/Geiger Road Intersection Improvements
- Kunia Shopping Center - Traffic Signal Modification
- Contemporary Museum-Conditional Use Permit
- Frear Residence Hall UH - Plan Review Use Permit
- Waikiki Beach Walk - Parking & Loading Management Plan
- Waianae Coast Comprehensive Health Center - Traffic Report
- Kyo-Ya Company - Preliminary Redevelopment Plan
- Longs Liliha Pharmacy - Punchbowl Special District
- Hilton Hawaiian Village Waikikian-Traffic Report

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
Construction Plans reviewed/approved* .....	798	973
Land Use Permits/projects reviewed** .....	305	342
Building Permits approved .....	271	265
Subdivision Applications reviewed .....	384	383
Road-Widening Setback inquiries .....	761	755
Construction/Bond Estimate certifications .....	18	18

\*Includes the review of traffic control plans for construction on city streets

\*\*Includes the review of land use permits and the formal review of projects and proposals received by the branch in conjunction with a proposed development, with the exception of building permits (i.e. Traffic Impact Analysis Reports, Site Plans, etc.)

## **Wastewater Branch**

### **Duties and Functions**

The Wastewater Branch is responsible for the review of various land use applications and the proposed developments' impacts and needs regarding the City's sewer system; review and approval of sewer master plans; issuance of sewer connection permits; review and approval of construction plans as they relate to the city's sewer system; review and approval of requests to connect to the City's sewer system including the review and approval of Ohana Permit Applications; providing approval or denial of alternative discharge schemes such as the temporary use of sewage holding tanks; collection of applicable fees; coordination with other agencies in resolving conflicts regarding sewer matters, reviews proposals for future projects created by the Department of Design and Construction and submitting suggestions to the Standards Committee, which is responsible for the revision of sewer standards; and consult with developers and their engineers to determine the most suitable route for their off-site sewer work.

The Branch also provides assistance to other divisions within the Department with streamlining processes for building permits and providing information to the Department of Environmental Services for processing of the appropriate sewer service charges. In addition, the Branch is responsible for the assurance that all properties that are required to connect the City's sewer system do so on a timely basis.

The branch is responsible for maintaining the inspection records of all city sewer facilities. In association with this task, the branch is also required with providing testimony on cases involving disputes between the City and private entities.

### **Accomplishments**

The number of sewer connection permits issued this past fiscal year was a little less than the amount issued the past year. This was mainly due to a shortage of concrete (concrete strike) during the fiscal year that affected the larger developments in the Ewa area. With the economy still holding strong, developments in the Ewa area such as Ko Olina, Ocean Pointe, Ewa Gentry, Kapolei and an increase in development on the Waianae coast has increased the number of applications for plan review and permit processing. More applications for approval are being submitted for large land areas currently undeveloped. Review of sewer master plans remains the same because it is the same developers who initiate the requests. There was a sizable increase in revenue for the Wastewater System Facility Charge ("WSFC") due to an increase in the number of large projects and an increase in the WSFC rate.

The branch continues to work with the Departments of Design and Construction and Environmental Services to resolve problems and to provide guidance on city-designed projects. The new Sewer Design Standards should be completed this coming fiscal year.

	<u>Fiscal Year 2005</u>	<u>Fiscal Year 2006</u>
Sewer Connection Permits issued .....	1,440	1,272
Preliminary Subdivision Plans reviewed .....	308	393
Subdivision/Development Construction Plans reviewed .....	549	713
Sewer Adequacy Studies conducted.....	884	884
Ohana Applications reviewed .....	21	30
Adequacy and Private Developments Evaluated .....	93	110
Master Plans evaluated Engineering Reports.....	14	13
Holding Tank requests, Adequacy Transmittals .....	48	42
Wastewater System Facility Charge Collected .....	\$5,835,705.50	\$8,385,895.00